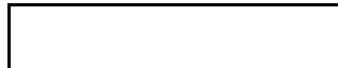24 August 1970

25X1

    I suggest having someone review the Suggestion Awards Files
for new and fantastic ideas.

    We have discussed using Video-tape-files in the past and
it should be considered further.

    What about our effort to automate the inventories and
Schedules?

    I am not certain if these are the type ideas wanted for this
project.

25X1

20 August 1970

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT   :   Suggestions in Planning for the Future

1. There is a need to have a microfilm machine that you can update your files in the immediate file area. This machine must be able to photograph a document and transfer it to a piece of film in a dry process. It must be able to place the image in any position on the film. I'm thinking along the lines of a 5 x 8 piece of film. I suggest this be used in areas of case type files.

2. We should think of using Computer Output Microfilm (COM) for a number of personnel, logistics and finance machine runs, especially those that have to be retired to the records center. I feel SIPS is thinking along this line also.

3. Microfilming of Supplemental Distribution (including Agency regulations).

4. Great need to get SIPS on the air as originally planned. If this is done, a great deal of advancement will be accomplished in the Paperwork Management field.

5. Train Records Management Officers for full-time employment as Records Officers, which will enable them to carry out the necessary functions of the job, such as writing of Records Control Schedules, installing file systems, form evaluation, design and control. Carry out the duties to fulfill the Vital Records Program. Write job description to show the same.

6. Obtain younger people who are willing to work as apprentice to learn the Records Management Program to replace the present Records Management people as they advance or retire.

7. Need for records staging areas, which will have strict rules for use, before records are sent to the Records Center.

25X1

DDS Records Management Officer

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OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	*Vince*		
2			
3			
4			
5			
6			

	ACTION		DIRECT REPLY		PREPARE REPLY
	APPROVAL		DISPATCH		RECOMMENDATION
	COMMENT		FILE		RETURN
	CONCURRENCE	✗	INFORMATION		SIGNATURE

Remarks:

*I suggested having someone
review the Suggestion Awards
Files for new and fantastic
ideas. We've discussed using
VIDEO. And what about
our effort to automate the
inventories and schedules.
Don't know if these ideas
are what is wanted here.*

FOLD HERE TO RETURN TO SENDER	
FROM: NAME, ADDRESS AND PHONE NO.	DATE
	8/12

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FORM NO. 237   Use previous editions   (40)
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